

SSDO – SSN/Date of Birth/Sex

This screen is part of the default screenflow for all programs. It is used to record Social Security Numbers (or SS5 Dates) and verification, and dates of birth and verification. For TANF Cash Assistance cases, education level and education status information is recorded for required participants in the case.

SSDO		SSN / DATE OF BIRTH / SEX										07/03/00 15:18:03	
FA												KIM C	
CASE NAME: GELLER, ROSS A										CASE NUMBER: 000020			
NAME	REL	SEX	SSN	SS5 DATE	VR	PEND	DOB	VR	PEND	EDUC LVL	EDUC STS		
01	ROSS	G	PI	M	514441234	CS		01011971	CS		12	H	
					↑				↑		↑ ↑		
											TANF only		
MORE CLIENTS: N NEXT-->													

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields ([F1] indicates Online Help is available.)

SSN

The Social Security Number can be entered here, if it is not displayed. The SSN can also be updated here.

SS5 DATE

If a Social Security Number is not entered during Client Registration, the SS5 Date is entered. (It reflects the date the SS5 form is completed. The SS5 form is used to apply for a Social Security card/number.) TEAMS requires either an SSN or the SS5 Date.

DOB

The participant's date of birth is displayed, and may be updated if no benefits have been issued.

VR (SSN/SS5 or DOB) [F1]

These fields are used to enter a verification code for the SSN/SS5 date and the date of birth.

EDUC LVL [F1]

This field is used to indicate the education level for TANF Cash participants. The code may be numeric (01-12) or alphabetic, depending on the person's age.

EDUC STS [F1]

This field is used to indicate the educational status for TANF Cash participants age 16 or older.

Optional Fields

PEND (SSN/SS5 and DOB)

These PEND fields may be used to enter a future verification date for the previous piece of information. (See Process Guide, "Pending for Verification.")

Display Fields

CASE NAME

The case name (Primary Information person) is displayed.

CASE NUMBER

The TEAMS case number is displayed.

NAME

The first five letters of the person's first name, and the first letter of the last name, are displayed.

REL

This field will automatically display the two-character Relationship code that was entered on the APRE screen. It indicates the person's relationship to the PI (Primary Information person).

SEX

The sex of each person is displayed.

Navigation Fields and Fkeys

MORE CLIENTS	This field displays N if all household members are listed on the screen, or Y if more members are shown on the next page. The user can change Y to N (except at initial entry) to bypass the second page or to use the NEXT- -> field.
NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.